



EMPLOYMENT APPLICATION

City of Monroe

806 West Main Street

Monroe, WA 98272-2198

(360) 794-7400

Fax: (360) 794-4007

www.ci.monroe.wa.us

It is the policy of the City of Monroe to afford equal opportunity to all employees and applicants for employment regardless of race, religion, color, sex, sexual orientation, being over 40 years of age, and national origin, as well as qualified individuals with disabilities, special disabled veterans, and Vietnam-era veterans, and any other group or class protected by law. The City of Monroe also promotes a drug-free and smoke-free work environment consistent with applicable law.

The City of Monroe only accepts applications for open positions, that is, any position that has been advertised to the public for which we are actively recruiting. General applications are not accepted to keep on file unless the position is open.

Please assemble application materials in this order: 1) City of Monroe Application Form; 2) Supplemental Questionnaire (if required); 3) Driving Record; 4) cover letter and resume, if desired; and 5) Affirmative Action/Equal Opportunity Form (voluntary).

Please complete the entire application even if you are providing a resume. An incomplete application may disqualify you.

Position Applied For:		Reference #:	
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Personal Data

Name				
	Last	First	M.I.	
Address:				
	Street	City	State	Zip
Daytime Phone:			Other names you have been known by, if any:	
Evening Phone:				

Education History

	High School/G.E.D.	Undergraduate College/University	Graduate/ Professional
School Name and Location			
# Years Completed			
Year Graduated	Do Not Fill Out This Box		
Diploma/Degree			
Course of Study			
Describe any specialized training, apprenticeship, skills, etc.:			
Describe any honors you received:			
Certifications received:			
Describe any unusual accomplishments, scholastic honors, honorary societies, patent/publications, professional registration certifications, professional societies, languages, and other experiences or honors that are related to the position for which you are applying:			

Employment History

Are you currently employed?

Yes

☐

No

☐

Complete the following section in detail, most recent employer or current employer first (include military service, part-time, summer employment, self employment, volunteer, or temporary employment if applicable). You need not go back beyond 10 years. Please complete the following information, even if accompanied by a resume.

Most Recent Employer:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Supervisor's Name:
Street and/or Mailing Address:	City:	State/Zip:	Dates Employed: (month/yr) (month/yr) From: To:
Your Position:	Base Salary \$ <input type="text"/> Starting <input type="text"/> Ending <input type="text"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Reason for Leaving (attach separate sheet if needed)	
Describe Major Work Duties (Attach separate sheet if needed):			
Previous Employer:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Supervisor's Name:
Street and/or Mailing Address:	City:	State/Zip:	Dates Employed: (month/yr) (month/yr) From: To:
Your Position:	Base Salary \$ <input type="text"/> Starting <input type="text"/> Ending <input type="text"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Reason for Leaving (attach separate sheet if needed)	
Describe Major Work Duties (Attach separate sheet if needed):			
Previous Employer:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Supervisor's Name:
Street and/or Mailing Address:	City:	State/Zip:	Dates Employed: (month/yr) (month/yr) From: To:
Your Position:	Base Salary \$ <input type="text"/> Starting <input type="text"/> Ending <input type="text"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Reason for Leaving (attach separate sheet if needed)	
Describe Major Work Duties (Attach separate sheet if needed):			

(Attach additional pages if needed)

Job Requirements

Willing to Work:

Any Shift: ☐ Weekend Shift: ☐ Full-time work: ☐ Part-time work: ☐ Temporary: ☐ Seasonal: ☐

When would you be available to begin work, if offered a position at the City? _____

If position requires, are you available for overtime: Yes ☐ No ☐

Check areas of experience/training (if applicable for applied position):

Administrative:

____ Typing (____ wpm) ____ Shorthand (____ wpm) ____ Data Entry (____ wpm) ____ 10 key (____ touch ____ sight)
____ Personal Computer ____ Word Processing ____ Spreadsheet ____ Presentation
____ Other (please list: _____)

Technical/Maintenance:

Machines Operated (please list: _____)

Tools Used (please list: _____)

Other: Any other skills related to the position applied for (please list): _____

General Information for All Positions

• Have you ever been employed with the City of Monroe? If yes, when:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Are you currently on "lay-off" status with another employer and subject to recall?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If employment is offered, can you submit a birth certificate, social security card, certificate of U.S. citizenship or verification of your legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• If employment is offered, can you produce personal identification such as a U.S. passport, a driver's license or photographic identification card issued by the state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Have you ever been fired from a job or asked to resign? If so, please describe circumstances:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Within the last 10 years, have you been convicted of a felony? <i>Conviction of a crime does not necessarily disqualify you from employment).</i> If yes, explain nature of offense and date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Are you under 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• How did you become interested in the City of Monroe? <input type="checkbox"/> Employment Agency <input type="checkbox"/> Newspaper/Journal <input type="checkbox"/> Friend/Relative <input type="checkbox"/> City Employee <input type="checkbox"/> Web Page <input type="checkbox"/> Other: _____		
• Except for vacation days and holidays taken pursuant to your employer's policies, how many days were you absent from work during the past two years, combined? <input type="checkbox"/> 0-5 days <input type="checkbox"/> 5-10 days <input type="checkbox"/> 11-15 days <input type="checkbox"/> 16-20 days <input type="checkbox"/> 21+ days		
• Referred by (if applicable): <input type="checkbox"/> City Employee (if so, by whom: _____) <input type="checkbox"/> Agency Referral (if so, what agency: _____)		

Professional References

Please provide the names and business telephone numbers of people who are familiar with your work experience and technical competence in the field for which you are applying, preferably professional/technical associates and/or past supervisors with whom you have worked and give us permission to contact. (Please do not list personal references).

Name:	Title:	Business Telephone:	Business/Professional Relationship
Name:	Title:	Business Telephone:	Business/Professional Relationship
Name:	Title:	Business Telephone:	Business/Professional Relationship

Access to Children or Vulnerable Persons Background Information

Applicants who may be offered positions as employees or volunteers for positions that involve access to children or vulnerable adults as defined in RCW Ch. 43.43 are hereby notified that the City of Monroe may make an inquiry to the Washington State Patrol under RCW 43.43.832 or to a federal law enforcement agency to conduct a background check as described in RCW Ch. 43.43. Additionally, if you are seeking a position as an employee or a volunteer where you will or may have unsupervised access to children under 16 years of age or developmentally disabled persons or vulnerable adults during the course of your employment or involvement with the City of Monroe, you must disclose whether you have:

Been convicted of a crime ___ yes ___ no. If “yes,” describe: _____

Had findings made against you in any civil adjudicative position (*e.g.* by a judge or an administrative agency) as defined in RCW 43.43.830 (relating to domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult) ___ yes ___ no. If “yes,” describe: _____

Been convicted of a crime and had findings entered against you in any civil adjudicative proceeding as defined in RCW 43.43.830 ___ yes ___ no. If “yes,” describe: _____

If you are uncertain as to whether you should answer “yes” to any of the above questions, or if you need definitions of any of the terms used in RCW 43.43.830, please explain why you are uncertain as to how to answer and explain what terms you need to have defined:

Please read the following carefully before signing this application:

The facts set forth above are true and complete. I authorize the City of Monroe to obtain information about me from previous employers, including relevant facts and opinions about my work and work habits, and I release from liability or responsibility all persons or corporations requesting or supplying such information, and I release the City of Monroe from liability for obtaining such information and using it to evaluate my application (___ initial here).

I expressly authorize any educational institutions, apprenticeship programs, vocational technical institutions and trade schools that I have attended to provide transcripts and degree status. I understand that knowingly using a false academic credential or to falsely claim to have a credential issued by an accredited institution of higher education is a gross misdemeanor. (___ initial here).

I understand that any falsified information or significant omission on this application may disqualify me from further consideration for employment, and that if employed, false statements or incorrect information on this application shall be considered justification for dismissal if discovered at a later date (___ initial here).

If employed by the City of Monroe I agree to adhere to city policies and procedures, although I understand that my agreement to do so does not create a contract of employment between myself and the City of Monroe or any promise of specific treatment by the City of Monroe (___ initial here).

I understand that if employed, I am employed AT WILL (unless it conflicts with provisions of any binding collective bargaining agreement or civil service rule) and that no contract between myself and the City of Monroe is created by my completion of this application, my receiving employment, my continued employment, or my receiving benefits of employment of any type (___ initial here).

I further understand that the City of Monroe may change my work assignments, schedules, and/or locations at the City of Monroe's sole discretion (___ initial here).

I also understand if I am offered employment by the City of Monroe it is contingent on my ability to furnish proof of my identity and U.S. citizenship, or my legal authorization to work in the U.S., as required by federal law. Failure to do so and/or lack of proper documentation (within 3 days of my receipt of an offer of employment) will result in termination per the Immigration Reform and Control Act of 1986 (___ initial here).

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THE FOREGOING APPLICATION IS TRUE AND CORRECT.

Date and Place of Signing
(Revised: 2/8/2006)

Signature

CITY OF MONROE
DRIVING RECORD
(To be completed with application)

Name (Please Print)

Last	First	MI

List of all notices of infractions or traffic citations (other than parking tickets) which you have received in the past five years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City may, however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed:		Date:	
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Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources if the position applied for entails operation of a commercial vehicle or school bus, or other operation of a vehicle described in RCW 46.52.130(11). Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. This fee is at the finalist's own expense.

City Driving Standards:

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations: More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents: More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THE FOREGOING APPLICATION IS TRUE AND CORRECT.

Date and Place of Signing
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Signature